



# Vendor Relations Web Training

ORTRIS Website: <http://ortrisvendor.oldrepublictitle.com>

# Table of Contents

Logging In.....	3
Order List.....	4
Order Information.....	5
Add/Edit Deed Information.....	6
Add/Edit Lien Information.....	7
Deed and Lien Sequencing.....	8
Assessment & Tax Information...	9
Attachments.....	13
Notes.....	14
Saving & Submitting Orders.....	15

# Logging In



## Login

User Name:

Password:

Remember me next time.  
[Forgot your password?](#)

Login



Enter User Name and Password

Pursuant to federal Law, we require you to protect all nonpublic personal information about consumers ("NPPI"). By accepting this order, you acknowledge that you will maintain all of the following measures to protect such information:

- (1) Locking cabinets that hold printed copies of the NPPI when not in use.
- (2) Restricting physical access to the NPPI; using available security features on fax machines.
- (3) Destroying the NPPI in a secure manner when it is no longer needed.
- (4) Educating employees on how to protect the NPPI and
- (5) Notify ORTRIS immediately upon discovery of any incident in which any NPPI was, or could have been, compromised.

# Order List

**OLD REPUBLIC TITLE RESIDENTIAL INFORMATION SERVICES**

OLD REPUBLIC INSURANCE GROUP

Home · Account · Report · Contact Us · Welcome 34513 - # 34513 - TEST-VINCA IT USE ONLY, Logout

## Order List

**Search Criteria**

Vinca Product #:  Product Category: (All)  Address:

Vendor Order #:  Vendor Product: (All)

From Date:   Vendor Order Status: (Open)  Zip/State:  -  (All)

To Date:   City:

County: (All)

**Vendor Order List**

Product #	Vendor Order #	Vendor Order Date	Vendor Product	Borrower Name	State	County	Zip	Status	
01-19016156-01T		11/21/2019	1 Owner	Wade	OH	SUMMIT	44301	Confirmed	
01-19016160-01T	123456	11/21/2019	1 Owner	CHRISTINE	OH	SUMMIT	44301	Confirmed	
01-19016152-01T		11/21/2019	1 Owner	WADE	OH	SUMMIT	44301	Confirmed	
01-19016150-01S		11/21/2019	1 Owner	TESTER	OH	SUMMIT	44301	Confirmed	

Selecting **Home** from any other page returns you to this screen

Search for open orders utilizing these fields

*Order Numbers* are now referred to as *Product Numbers*

*Product Numbers* are always shown in the format "01-xxxxxxx-01T" or "01-xxxxxxx-01S"

Open orders will appear under the *Vendor Order List*, where they can be edited or viewed

When *Edit Vendor Order* is selected, a new page that includes three tabs is opened

# Order Information

## Order Information

**Vendor Order Information** Attachments Notes

**General Information**

Vendor Product:	1 Owner	Borrower Name:	ZIADEH, HOLLY ANN
Vendor Order Date:	11/05/2018 03:40 PM	Property Address:	113 47 MILESTONE TRACT
Projected Due Date:	11/06/2018	Zip/State/City:	95721- --CA-ECHO LAKE
Vendor Order Status:	Confirmed	County:	EL DORADO

Comment:

**Vendor Order Information**

Vendor Order Number:	<input type="text"/>	Assigned/Confirmed:	11/05/2018 03:42 PM
Vendor Fee:	\$25.00	As Of Date:	<input type="text"/>
Misc Cost:	<input type="text"/>	Brief Legal:	<input type="text"/> Full Legal
Adjustment Fee:	<input type="text"/>	<input type="checkbox"/> Rejected	
Actual Fee:	\$25.00	<input type="checkbox"/> Work Completed	<input type="text"/>
		Delivery Method:	<input type="text"/>

**Deeds Information**

Recorded Date	Grantor	Grantee
There is no deed record to show.		

Add

This first tab, *Vendor Order Information*, will include details of the order such as Borrower Name, Address, Agreed Fee, Product Type, etc.

Search Information can be entered using this page tab, with sections to include deed, lien, and tax information

Note: When typing the LEGAL description, use ALL CAPS

# Edit/Add Deed Information

## Add a Deed Record

Deed Type:   ← Deed Type is selectable in this drop-down menu

Grantor: 

Last Name	FirstName	Business Name	Type
There aren't any Grantors to show.			

Grantee: 

Last Name	First Name	Business Name	Type
There aren't any Grantees to show.			

Consideration:  Instrument No:

Book:  Page:

Dated:  Recorded:

Section:  Township:

Lot:  Block:

Division:   Vesting

Comments:

Deed Document Name:

- Note: If most recent conveyance is a Quit Claim Deed, Divorce Deed, Affidavit of Heirship, etc., start the search from when the party originally acquired interest in the property showing the chain of title from that date to the current time.

- Include marital status and tenancy exactly as shown on deed.

After inputting all required data, select *Save*

For each deed included in the search, add its Type, Grantor/Grantee, and any relevant recording information

# Edit/Add Lien Information

## Liens Information

Recorded Date	Lien Type	Lien From	Lien To
There is no liens information to show.			

Add

## Add a Lien Record

Lien Type: (\*) Assignment  Open End

Dated:  12

Recorded:  12

Maturity Date:  12

Book:

Trustees:

From: (\*)

To: (\*)

Comments:

Lien Amount:  \$ 0.00

Instrument No:

Volume:

Page:

Liber:  Folio:

Case Number:  Document Name:

Delete Clause-Intentional:

Save Cancel

June 2024

7











For each open lien of record, add its Type, Grantor/Grantee, and any relevant recording information

Certain fields may be required; this will prevent submission of a lien without the required data






After inputting all required data, select *Save*

# Deed and Lien Sequencing

After submitting a lien or a deed as part of the search, their chronological position can be changed by selecting these arrows

Liens Information				
Recorded Date	Lien Type	Lien From	Lien To	
05/17/2019	Mortgage	ONE BANK	JOYCE SUMMERS	   
10/01/2019	Mortgage	ANOTHER BANK	BUFFY SUMMERS	   
08/08/2015	Mortgage	THE BANK	BUFFY SUMMERS	   

This same process can be used on the Deed Information

Deeds Information			
Recorded Date	Grantor	Grantee	
05/19/2015	JOE BOB SUMMERS	SUMMERS BUFFY	   
12/01/2019	BUFFY SUMMERS	JOYCE SUMMERS	   



# Assessment & Tax Information

**Tax Certifications**

Required       Included

Ordered:  12

Completed:  12

**Miscellaneous Information**

Exemption Homeowners:

Exemption Homestead Supplemental:

Property Value:

**Tax Authority Information**

Authority Name	City	Tax Type	Tax Collector	Authority Phone
There is no tax authority information to show.				

Select *Lookup Tax Authority Record* to Create pop-up with address of tax collector

**Add Tax Authority**

Authority Name	City	Tax Type	Tax Collector	Authority Phone	
EL DORADO COUNTY	PLACERVILLE	COUNTY	C. L. RAFFERTY, TAX COLLECTOR	(530) 621-5800	<input type="checkbox"/>

Click the green cross icon, then select *Close*, which will add the tax collector address to the system

# Assessment & Tax Information, Cont.

Tax Authority Information						
Authority Name	City	Tax Type	Tax Collector	Authority Phone		
NEVADA COUNTY	NEVADA CITY	COUNTY	E. CHRISTINA DABIS, TAX COLLECTOR	(530) 265-1285		

Tax Information					
Tax Authority	Tax Period	Tax Year	Tax Account Number	Good Through	Delinquent Amount
There is no tax information to show.					

Select **Add** under Tax Information;  
This will create a window to add all  
relevant tax information

# Assessment & Tax Information, Cont.

## Add a Tax Record

Tax Authority: (\*)

Tax Period: (\*)

Tax Year:

Tax Account Number: (\*)

Total Annual Tax:

Add all tax information;  
red asterisks denote a required field

Tax Installment								
Installment	Base Amount Due	1st Payable Date	Due Date	Paid	Paid Amount	Paid Date	Delinquent Date	Tax Status
FIRST	\$ _____	<input type="text"/> 12	<input type="text"/> 12	<input type="checkbox"/>	\$ _____	<input type="text"/> 12	<input type="text"/> 12	<input type="text"/>

Delinquent Period:  Delinquent Amount:  Good Through Date:  12

Interest Due:  Lien/Fees Due:  Discount Due:

Misc Delq Due:  Delq Total:

Comments:

If taxes are paid semi-annually or quarterly,  
you must add installment information in the  
comments section

Tax Sale Information							
Tax Sale Year	Tax Sale Date	Tax Sale Amount	Redemption Period	Certificate #	Tax Sale Recording Date	Inst # or Book - Page	Comments
There is no Tax Sale Information to show.							

# Assessment & Tax Information, Cont.

Assessed Value can be added here



### Assessment Information

Tax Account Number:  Notes:

Land:

Buildings:

Total Value:

### Additional Assessment Information

Tax Account Number	Land	Building	Total Value
There is no additional assessment information to show.			

Grand Total:

# Attachments

## Order Information

Vendor Order Information **Attachments** Notes

Attachments

Uploaded By	Uploaded Date	File Name	Description
There is no attachment to show			

New Attachment

Submit Cancel

Selecting the Attachments tab opens this page

Click on *New Attachment* to upload documents included with this order, such as searches, deeds, mortgages, judgments, reports, and invoices

Adding descriptions or titles of attached documentation is strongly encouraged

New Attachment

File Name: (\*)  Browse...

Description Type: (\*)

The Description is only available if Document Type OTHER is selected

Description: (\*)

Upload Upload and continue Cancel

You are only allowed to upload file with size <= 100 Mb.

# Notes

## Order Information

Vendor Order Information | Attachments | **Notes**

Note Type	Added Date	Added By	Note
There is no note to show.			

New Note

Submit Cancel

Accessing the *Notes* tab will provide access to all notes added to an order

New Note

Paragraph | Font | Size | Font Color | Background

✂ | 📄 | 📁 | ↶ | ↷ | **B** | *I* | U | abc | x<sup>2</sup> | x<sub>2</sub> | ☰ | ☷ | ☶ | ☵ | ☱ | ☲ | ☳ | ☴ | ☸ | ☹ | ☺ | ☻ | ☼ | ☽ | ☾ | ☿ | ♀ | ♂ | ♁ | ♃ | ♄ | ♅ | ♆ | ♇ | ♈ | ♉ | ♊ | ♋ | ♌ | ♍ | ♎ | ♏ | ♐ | ♑ | ♒ | ♓ | ♀ | ♂ | ♁ | ♃ | ♄ | ♅ | ♆ | ♇ | ♈ | ♉ | ♊ | ♋ | ♌ | ♍ | ♎ | ♏ | ♐ | ♑ | ♒ | ♓

Save Cancel

Update an order by selecting *New Note*; once completed in the pop-up, select *Save*

All completed reports are due within 24-48 hours unless we are notified regarding extended turn times

# Saving & Submitting Orders

Save any information that you have entered for the order by selecting **Submit** at the bottom of the **Vendor Order Information** tab

Grand Total: \$ 0.00

Submit Cancel

**Vendor Order Information**

Vendor Order Number:

Vendor Fee: \$25.00

Misc Cost:

Adjustment Fee:

Actual Fee: \$25.00

Assigned/Confirmed: 11/05/2018 03:42 PM

As Of Date:

Brief Legal:  Full Legal

Rejected

Work Completed

Delivery Method:

Check the Work Completed box when ready to submit the search information for completion of the order; this will prompt a pop-up

If the search is completed and all information is filled and/or attached, select **OK**; If not, select **Cancel**

Message from webpage

Are you sure to submit your work? Note that after submission the order cannot be updated.

OK Cancel

June 2024